



PORTISHEAD TOWN COUNCIL

MINUTES OF THE STAFFING AND FINANCE COMMITTEE MEETING HELD ON 22nd JANUARY 2020 at 7.30pm in the Folk Hall, Portishead.

PRESENT: Councillors Aldridge, Bull (Chairman), Gardner, Mason and Slatter.

IN ATTENDANCE: J Swift (Locum Clerk), Councillor P Sterndale in attendance of a non-committee member. 4 members of the public were present.

The meeting was not filmed or recorded by the Council.

These minutes are intended to be a formal record of the acts and decisions of the Council.

SF.569 APOLOGIES FOR ABSENCE

There were none.

SF.570 TO RECEIVE ANY DECLARATIONS OF INTEREST AND ANY REQUESTS FOR DISPENSATIONS

Councillor Slater declared an interest in agenda item 13 and said she would not participate

SF.571 PUBLIC PARTICIPATION

Paul Maltby – asked questions in relation to previous years staffing costs, present year and predicted costs for the next financial year - *an answer was given that no comment could be given in respect of 2018/19 as that was the old Council. 2019/2020 – the increase would be due to 2 new members of staff; this amount is predicted to be an increase of £25K on the previous year. There may be new staff in 2020/2021, an orderly, traffic warden and a new member of staff to work on the NDP which was all discussed at the budget meeting last week. It is predicated that the increase for 2020/2021 will be in the region of £32K.*

Geoff Hardman – mentioned that the actions at the last meeting had not been carried out as minuted:

SF552 CIL Revenue Funding – Councillor Gardner agreed to take up the matter of allocating CIL funding to businesses with the NSC CIL Officer.

SF554 – it was agreed that Mr Hardman would be provided a schedule of payments showing the payments being made in 2019 and 2020.

SF555.2 - Mr Hardman believed that if there were no notes to consider then the roman numerals should be removed from the columns in both reports. Councillor Bull agreed that he would check that these should have been removed and would report back to Mr Hardman.

SF559 – the minutes reported that an appendix (A) would be attached to the minutes, these were not.

SF563.1 – the minutes reported that an appendix B would be attached, these were not.

Mr Hardman also requested to see the finances for quarter 3 (October to December 2019).

This will all be sent to Mr Hardman as requested.

Agenda item 10 – Valley Road Speed Limit. Mr Hardman requested clarity of exactly where the sign would go. Clarification was given.

Annette Hennessy – wanted clarification that there was an additional £40K that could be spent on staffing – *the answer given was yes it could be*. Annette Hennessy also spoke about the NDP and asked how many had signed up to help – *the answer was given that there were 49 people, 14 of which were Councillors*. It was felt that there must be someone in Portishead that could help with the NDP instead of having to employ someone. Questions were asked about where the new Admin vacancy was advertised, and questions were asked about the role of the Development Manager all of which were answered.

SF. 572 CONFIRMATION OF THE MINUTES

Resolved – that the minutes of the meeting held on 23rd October 2019 were confirmed as a true record and signed by the Chairman.

SF.573 TOIL POLICY

Resolved – that the TOIL policy was approved.

SF.574 TERMS OF REFERENCE FOR THE STAFFING AND FINANCE COMMITTEE

Resolved – that the terms of reference were approved for recommendation to the full Council, with the grant procedure and grant application process to be added.

SF.575 HALL BOOKINGS

- (i) Another pricing list was produced at the meeting and it was thought that these were the last agreed prices therefore it was agreed that this be investigated and brought back to the next meeting to review the costs for hiring rooms in the hall.
- (ii) It was agreed to put this item back on the agenda for the April meeting.

SF.576 REQUEST FROM TURN THE TIDE

Resolved – that Turn the Tide can have free hall hire for February, March and April to assist in the setting up on the Repair Café.

SF.577 RECYCLING AND WASTE AT THE HALLS

It was agreed that NSC are contacted to see if the service can be provided monthly rather than fortnightly. The matter will be put back on the agenda for the meeting in April.

SF.578 VALLEY ROAD SPEED LIMIT

Resolved - that a contribution of £200 towards the cost of erecting a 'Pedestrians in the Road' warning sign is approved and recommended to the full Council for approval.

SF.579 DATE OF THE NEXT MEETING

The next scheduled Staffing and Finance committee meeting is to be held on Wednesday 22nd April 2020.

Councillor T Slater left the meeting at this point.

SF.580 EXCLUSION OF PRESS AND PUBLIC

Resolved - that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted – staffing matters.

SF.581 STAFF EXTENSION OF CONTRACT

Resolved – to recommend to the full Council that the post of the Development Manager is made permanent.

Meeting Closed: 9.10 pm

Signed:.....Chairman. Portishead Town Council

Date:.....